

Event Planning Checklist

Event: _____

Date: _____

Location: _____

Time: _____

- ☐ 25 Live reservation: Submit your reservation in 25Live. Add as much information as possible to this initial event form. Add your Work Day Cost Center number.
- ☐ Events Office: The events office will review your request for approval or denial and work with you to finalize details.

EVENT PLANNER

- | | |
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| ☐ Diagram of set up | ☐ Shuttle service information to client |
| ☐ Facilities set up times and estimated charges | ☐ Inclement weather and alternate location set up |
| ☐ Campus Police detail and parking considerations, VIPs or additional support | ☐ Accessibility needs |
| ☐ Work Orders (power, banners) | ☐ Furniture or external rentals |
| ☐ City of Worcester Permits or waivers | ☐ Final walk through of space |
| ☐ Campus Card Access (Athletic spaces) | ☐ Approval process for alcohol |

CLIENT

- | | |
|---|--|
| ☐ Confirm headcount | ☐ Cost Center confirmed |
| ☐ Identify VIPS or delegates | ☐ Order catering: https://wpi.catertrax.com/ |
| ☐ ATC: Request support | ☐ Order Bar through Chartwells (once approved by EO) |
| ☐ ATC: Sign out quipment | ☐ Sound & Lighting: LNL or external rental |
| ☐ Marketing materials | ☐ Arrange shuttle if needed |

FORMS NEEDED

- ☐ Minors on Campus Form ([Participation-of-Minors-in-WPI-Programs-Policy.pdf](#))
- ☐ Check WPI Policies and Events Office Guidelines (webpage link here)
- ☐ External Speaker Form [External Speaker Checklist - Fillable.pdf](#)
- ☐ City of Worcester permits or waivers

NOTES

